

# **Tennessee Office of the State Chief Medical Examiner**

Nashville, Tennessee

Is

Seeking to Hire

## **An Epidemiologist 2**

The Tennessee Office of the State Chief Medical Examiner is seeking to hire a highly qualified, experienced epidemiologist 2 capable of demonstrating strong leadership skills to manage and coordinate a program requiring participation in the collection, abstraction and submission of data for the CDC National Violent Death Reporting System (NVDRS).

Starting in January of 2019 the office will be participating for the first time in the submission of data to be included in NVDRS which will require establishing relationships with other state and local agencies in order to obtain the necessary data and establishing an advisory committee to bring together representatives from the many stakeholders who have a vested interest in preventing violent deaths.

### **Position Title**

Epidemiologist 2

### **General Job Description**

The position of epidemiologist exists within the Office of the State Chief Medical Examiner to provide coordination of the NVDRS grant project and will ensure that adequate progress is being made on all activities and that all deliverables are submitted within the required timeframe, including reports needed for dissemination. This position will also perform all related analyses of data pertinent to the execution of the grant. The Epidemiologist 2 will manage the daily operations of NVDRS in the project area for implementation and be responsible for the oversight of the NVDRS in the project area. The epidemiologist will also act as a liaison between the Office of the State Chief Medical Examiner and law enforcement, vital records and regional and county medical examiners as relates to the collection of data for the NVDRS project. Other duties would include involvement with the customization of the new OSCME case management system and participation in the implementation process to ensure all information needed for NVDRS reporting is obtained and can be extracted easily and efficiently from the system. The epidemiologist 2 would also assist with the collection, review and maintenance of reports of death investigations and providing an annual report on deaths reported to the medical examiner.

The position reports directly to the state chief medical examiner.

### **Responsibilities:**

- Coordinate and manage the NVDRS grant daily activities ensuring that adequate progress is being made and all deliverables are submitted within the required timeframe, including reports needed for dissemination.
- Perform all related analyses of data pertinent to the execution of the NVDRS grant.
- Manage the daily operations of NVDRS in the project areas for implementation and be responsible for the oversight of the NVDRS in the project area.
- Work with staff and state chief medical examiner to develop goals and plans to prioritize, organize and accomplish NVDRS requirements.
- Coordinate and evaluate the activities of NVDRS staff.
- Establish an advisory board, coordinate regular meetings of the board and maintain contact with its members.
- Engage community stakeholders and report findings from NVDRS to them.
- Submit financial and status reports to the CDC Procurement and Grants Office and respond to technical review.
- Apply for and obtain IRB approvals.
- Participate in CDC site visits, CDC reverse site visits, training programs and monthly conference calls.
- Ensure that proper procedures for NVDRS data collection are followed.
- Prepare special reports and analysis as requested by the State Chief Medical Examiner or the Commissioner of Health.
- Monitor processes, analyze data and information and interpret the meaning of information for others.

- Utilize statistical software packages (e.g., SPSS, SAS), and evaluate information to determine compliance with standards.
- Provide administrative, scientific, and technical guidance to OSCME staff.
- Participate in strategic planning for the program.
- Assist the state chief medical examiner with updating the OSCME annual report of deaths investigated.
- Assist with collecting, maintaining and reviewing medical examiner records and data.
- Assist with the customization and implementation of the new OSCME case management system and the transition of data from the current system.
- Assist counties with properly reporting investigations to the OSCME.
- Provides education and consultation to other state and local agencies and stakeholders concerning NVDRS and reporting information to the CDC.
- Develop, cultivates, and maintains professional relationships with law enforcement, other state agencies, the office of vital records, and medical examiners.
- Work with other divisions within the health department to improve certification and the collection of death statistics.
- Attend meetings and workshops, and participates on committees, as assigned.

**As Necessary:**

- Performs miscellaneous job-related duties as assigned.

**Prerequisites:**

- Utilizes statistical software packages (e.g., SPSS, SAS) to perform analyses.
- Utilizes computers and computer systems (including hardware and software) to program, set up functions, and enter data or process information.
- Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma and common diseases.
- Knowledge of all federal and state laws, regulations, guidelines, and standards pertaining to the collection, maintenance and use of confidential information.
- Strong oral and written communication skills.
- Strong organizational skills.
- Strong teaching skills with ability to provide training by formal lectures, online and practical application.
- Strong computer skills with previous experience with Word, Excel, Access, and Outlook.
- Ability to prepare and present accurate, objective and thorough reports.
- Ability to work independently or as part of a team and interact appropriately with others.
- Ability to perform routine office/clerical functions (typing, photocopying, data entry, etc.).
- Displays high standards of ethical conduct, exhibiting honesty and integrity.
- Works with minimal supervision.
- Demonstrates responsible behavior and attention to detail.
- Must be able to tolerate and handle detailed information about unpleasant situations and unusual and violent deaths.
- Aligns behavior with the needs, priorities, and goals of the office.

**Education, experience, and special requirements:**

- Graduation from an accredited college or university with a doctorate or master's degree in health science, biomedical science or biostatistics, statistics or health informatics with experience equivalent to two year's work experience in epidemiology.
- Experience in managing/coordinating complex projects.
- Experience building and leading teams and working with multiple stakeholder groups and agencies.
- Experience working with grants and contracts.
- Experience developing contracts and budgets.
- Employment is contingent upon satisfactory results of a criminal history background check and employment reference check.

**Notes:**

- The incumbent must have or be able to obtain within a month a valid Tennessee driver's license without restrictions.
- At the discretion of the state chief medical examiner, work may be necessary outside of regular working hours, including extensive travel throughout Tennessee.

**Salary Range:** \$5,482-\$8,772 per month

The salary is based on education and experience. No relocation assistance is available. The State of Tennessee offers employees a comprehensive benefits package which includes medical, dental, vision and life insurance. For more information on this package, visit <http://www.tn.gov/hr.topic/benefits>. The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

**Instructions for interested applicants:**

This is an executive service position and will remain open until filled. Interested applicants should submit a cover letter, resume and contact information for three professional references to:

**Dr. Julia C. Goodin**  
**State Chief Medical Examiner**  
**Andrew Johnson Tower—7<sup>th</sup> Floor**  
**710 James Robertson Parkway**  
**Nashville, TN 37243**  
**[Julia.goodin@tn.gov](mailto:Julia.goodin@tn.gov)**

*For best consideration, apply by October 15, 2018. Posting will be open until filled.*